



## Important Deadlines

IMMEDIATELY	Hotel Reservations ( <a href="http://www.apta.org/Conference/Exhibitor/Housing/">http://www.apta.org/Conference/Exhibitor/Housing/</a> )
3/15/2013	Applications due for exhibitors wishing to be assigned space according to the priority system.
4/30/2013	25-word product/service descriptions due for inclusion in the 2013 APTA Conference onsite program ( <i>all descriptions and categories received after this date will be included on the Mobile App &amp; Interactive Floorplan</i> )
4/30/2013	Last day to cancel with 50% refund
4/30/2013	<b>No refunds</b> after April 30, 2013
5/8/2013	Pre -Registration List request form due ( <i>form found in Exhibitor Services Kit</i> )
5/17/2013	Schematics due for approval for island booths. (E-mail <a href="mailto:deborah_howley@AFassanoCo.com">deborah_howley@AFassanoCo.com</a> )
5/22/2013	Shipments can start arriving to GES Advanced Warehouse through June 26 <sup>th</sup> ( <i>further information can be found in the Exhibitor Services Kit</i> )
5/24/2013	Balance due for exhibit space
5/24/2013	Meeting space requests due. (Please request from: <a href="mailto:aptahousing@jspargo.com">aptahousing@jspargo.com</a> )
5/28/2013	Lead Retrieval Advanced deadline ( <i>form found in Exhibitor Services Kit</i> )
6/4/2013	Electrical Order Deadline ( <i>form found in Exhibitor Services Kit</i> )
6/5/2013	Booth Giveaways Deadline ( <i>information found in the Exhibitor Services Kit</i> )
6/10/2013	Projection AV Equipment Advanced deadline ( <i>form found in Exhibitor Services Kit</i> )
6/14/2013	Internet, Telephone, Electric Advanced orders due to the Salt Palace Convention Center ( <i>forms found in the Exhibitor Services Kit</i> )
6/17/2013	Technology Express Computer Rental Advanced deadline ( <i>forms found in Exhibitor Services Kit</i> )
6/25/2013	Direct Shipments can arrive to GES beginning June 25 from 8:00 am – 4:30 pm through June 26, 8:00am – 4:30 pm ( <i>further information can be found in the Exhibitor Services Kit</i> )
6/26/2013	<b>NEW! Opening Reception (5:30pm-7:00pm)</b>
6/27/2013	<b>APTA Conference Exhibit Hall Hours (11:00am-5:00pm)</b>
6/28/2013	<b>APTA Conference Exhibit Hall Hours (11:00am-5:00pm)</b>
6/28/2013	Exhibitor Move Out: 5:00pm-9:00pm
6/29/2013	Exhibitor Move Out: 8:00am-12:00pm
7/10/2013	Post –Registration Request Form deadline ( <i>information found in the Exhibitor Services Kit</i> )